

## ARRANGEMENTS

THIS IS THE LARGEST SERVICE COST ITEM WHICH WE CHARGE.  
THE FOLLOWING ITEMS ARE INCLUDED IN THIS FEE:

### PROFESSIONAL SERVICES

Complete Arrangements, Supervision and Direction of all services.

- A. Meeting with the family to:
  - Secure vital statistics information
  - Obtain obituary information
  - Complete all financial and authorization forms
  - Oversee all aspects of services requested
- B. Coordinate times of the following as needed:
  - Clergy and Musicians                      Cemetery or Crematory
  - Civic or other organizations      Veterans Associations
  - Fraternal Organizations
- C. Complete Death Certificate with Vital Statistic information
- D. Obtain the signature and medical information from attending physicians or coroner.
- E. File completed and signed certificate with registrar of Vital Statistics in the municipality where death occurred, and obtain a Burial Permit and as many certified copies as requested by the family.
- F. Call, fax or deliver obituary information to all newspapers requested by the family.
- G. Complete all necessary and requested forms such as:
  - Cemetery or Crematory                      Register Book
  - Social Security                                      Prayer Cards
  - State and Federal Forms required by law      Clergy form
  - Veterans Office
- H. Answer all telephone calls – give out funeral information to family, friends, lodge members, business associates and florists with regard to funeral services to be held.

### CARE OF THE DECEASED

- A. Maintain universal precautions and hygienically prepare remains to insure the protection of personnel and the public.
- B. Custodial care of the deceased in a NYS licensed OSHA regulated facility while coordination of paperwork is completed.

### FIXED OVERHEAD

Taxes	Cleaning and Supplies
Continuing Education	Building Maintenance
Surgical Instruments/Supplies	Grounds Maintenance
Inventory/Stationery & Supplies	Advertising

Utilities, Telephone, Air-conditioning, Insurance, Workmen's Compensation, Unemployment, Health and Malpractice Insurance.

In addition to all of the above there is available a Licensed Funeral Director to respond to a Family's needs 24 hours a day, 365 days a year.